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MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Miss Emily Shekitoff, Murphy Commission Staff Member, on 5 December 1974

1. I met with Miss Shekitoff for approximately 90 minutes. The interview had been arranged by [redacted] of the IC Staff. Miss Shekitoff took notes during the meeting, but did not actually record much of what was said. STATINTL

2. Miss Shekitoff listed the topics which she wanted discussed-- the organizational structure within the Agency concerned with E.O. 11652 implementation; the system of authorizing employees to classify; the method of handling requests received under the Freedom of Information Act and/or E.O. 11652; the program for review of 30-year-old records; educational and orientation programs related to classification practices and criteria; classification guidelines; and the monitoring of classification actions. The format was for me to brief her on the topics of interest, with her interjecting questions from time to time to either clarify points made or to elicit greater detail.

3. To the best of my ability, I presented an accurate picture of Agency programs in the areas of interest. Miss Shekitoff's questions zeroed in on some of our weaker areas. For example, she inquired as to whether reprimands were filed in the personnel files of individuals guilty of classification abuses. (Answer: We have not done this, but would take this action in the case of repeated abuses by an individual.) She asked whether all authorized classifiers were required to read E.O. 11652, at the minimum, before they were permitted to exercise their classification authority. (Answer: Performance has been uneven in this regard. Some components provided employees with intensive briefings at the time the E.O. was implemented, but it was apparent that this had been neglected in some units. It was pointed out that the required readings which are circulated at periodic intervals include the security classification definitions, and that all new employees received indoctrination when entering on duty. She was informed that the ICRC was planning to publish a pamphlet on the responsibilities of classifiers, and that these would be distributed within the Agency to all classifiers. Moreover, consideration was being given to a program of formal seminars for classifiers.)

4. Upon questioning Miss Shekitoff regarding whom she had interviewed previously, I learned that she had talked with the right people at NARS, the AEC and the DoD. She proved to be better informed than I had led to expect. STATINTL